

## OFFICE OF CIRCUIT JUDGE JAMES D. SLOAN ONLINE PROCEDURES

Please copy opposing counsel in all emails. All hearings are special set. These dates and times are provided to everyone and treated as a first come, first serve basis. You will need to coordinate those dates with opposing counsel and then contact me, to confirm availability, **prior** to filing the Notice of Hearing. All motions must be filed, prior to scheduling a hearing. Please do not file a NOH, until you've received a confirmation email from me. This process will eliminate the possibility of double booking the Judge's calendar

**To obtain hearing availability**, please send an email to [sanderson@ca.cjis20.org](mailto:sanderson@ca.cjis20.org):

- Provide the case number in the subject line
- Attach a (filed) copy of the motion or petition
- Specify the amount of time needed
- If Zoom is preferred, you must let me know at the time of requesting availability

**Zoom requests:** If you prefer zoom attendance, you must let me know at the time of requesting availability. I will provide you the zoom information that is to be included on the NOH. Thank you.

**Submitting Orders:** Please send all proposed orders in word form. Proposed orders are to be approved by opposing counsel and then emailed to me after the hearing, to adequately reflect the Court's ruling. Please provide the date in which the hearing was held, in the body of your email.

**Submitting Agreed Orders:** This Court will need confirmation that the proposed agreed order is in fact agreed to. Opposing counsel may reply to the email, informing the Court of no objection or the parties may submit a stipulated motion. Otherwise, the matter will require a hearing.

**Notice of Readiness for Civil Trials:** Counsel may email me directly and request the proposed Agreed Case Management Plan, which the Court requires. Once completed, please email back to me, in lieu of attending a Case Management Conference. The Court will then set the case for trial according to the dates provided therein. All parties will receive an order setting trial and pretrial. Otherwise, the matter will be placed on our next available CMC docket, in which the parties will receive said order. Thank you.

**Submitting documents for hearing:** All case law and documents in support of an upcoming hearing may be mailed or overnighted to our office in a binder. Please send binders at least 2 weeks in advance (if possible).